

# OCHR FACTSHEET

## Moving Resumes from CHART to USAJOBS

*For External Applicants*

*Issued: September 2011*

### HIRING REFORM

This Fact Sheet:

- Describes how to copy and paste resumes from CHART to USAJOBS
- Provides a list of references on where to find additional information
- Alerts applicants **USAJOBS will be unavailable October 6-12** for updates and maintenance

### Background

The Department of the Navy (DON) is committed to improving the applicant experience as part of its hiring reform initiative. The transition from the CHART application system to USAJOBS for all DON job announcements is key to achieving this objective.

**NOTE: All resume information in CHART should be manually uploaded and transferred to an USAJOBS account by September 30 as USAJOBS will not be available October 6-12 (due to updates and maintenance). CHART will be taken offline on October 12.**

### Transferring your Existing Resume from CHART – 5 Easy Steps

Information in CHART must be manually transferred to USAJOBS using the copy and paste function.

1. Log into CHART.
2. From CHART, click on “My Resume.” Click on “Preview Resume.” Highlight the text and copy and paste into a MS Word document (or similar format).
3. To correct any formatting errors inside your resume, you must first save the original CHART resume in a .txt format. To do this, go to the “File” menu and select “Save As.” Then choose “Plain Text” (\*.txt) file in the “Save As Type” drop-down menu. (Open the new file and ensure the text appears in an acceptable format and then copy and paste into the resume builder.)

#### **Tip:** Save for Future Uploads

Copy & paste your CHART resume to a Microsoft Word document (or similar) then save it. You can use that resume file to upload into the USAJOBS resume builder. (The DON recommends that employees also save a text file of the information contained in CHART as a backup.)

4. Log in to USAJOBS (*first time users must create an account*) and click on “Resumes.” Select the “Build New Resume” button to access the Resume Builder.
5. Copy and paste the information from your resume document into the Resume Builder in USAJOBS.

#### **Tip:** Upload Your Resume

You can also copy and save your CHART resume into a MS Word document and upload it into USAJOBS or attach it as a resume in Application Manager

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The word count in CHART differs from USAJOBS, so use the following character counts to build a resume in USAJOBS:

Section	Description	Character Count
Work Experience	The relevant duties, accomplishments and skills of each of your previous/current jobs	3,000 for each work experience
Education	The coursework, licensures and certifications related to your educational experience	2,000 for each education item
Job-Related Training	A list of the titles and completion dates of all relevant training	5,000 total
Professional Publication	A list of the titles, publications and dates of all relevant writings you have published	5,000 total
Additional Information	Job-related honors, awards, leadership activities, skills or any other info requested	20,000 total

\* You can create and store up to five resumes in USAJOBS.

## Update and Upload your Resumes to USAJOBS

- Update your resumes to reflect your current qualifications

### Tip: Resume and Application Tips

See the Office of Civilian Human Resources' tips for creating a powerful resume at [www.public.navy.mil/donhr/Employment/CivJobOpps/Pages/AllAboutYou.aspx](http://www.public.navy.mil/donhr/Employment/CivJobOpps/Pages/AllAboutYou.aspx) and USAJOBS offers resume and application tips at [www.usajobs.gov/EI/resumeandapplicationtips.asp#icc](http://www.usajobs.gov/EI/resumeandapplicationtips.asp#icc)

## Where to Find Additional Information

Additional information can be found at [www.usajobs.gov/EI/tutorials.asp#icc](http://www.usajobs.gov/EI/tutorials.asp#icc) or on the DON Hiring Reform website [www.public.navy.mil/donhr/Employment/hiringreform/Pages/ToolsAndInformation.aspx](http://www.public.navy.mil/donhr/Employment/hiringreform/Pages/ToolsAndInformation.aspx). This website provides:

- Policy and guidance
- Fact sheets on topics and tools such as recruitment, USAJOBS and Application Manager
- Answers to frequently asked questions

## Still Need Assistance?

Email the DON Hiring Reform Team at [DONhrfaq@navy.mil](mailto:DONhrfaq@navy.mil)



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